



## WAYNE STATE Graduate School

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### *Dissertation and Thesis*

# FORMAT GUIDELINES



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## **I. REMINDER**

### ***Approval for Research Involving Human or Animal Subjects***

The following has been taken from the informational brochure of the Human and Animal Investigation Committee of Wayne State University.

Federal regulations require that all research involving human or animal subjects must be reviewed and approved by an Institutional Review Board (IRB). For Wayne State Faculty and/or students working in University facilities and DRH-UHC, the Human Investigation Committee (HIC) and the Animal Investigation Committee (AIC) are the approved IRB's. Because Children's Hospital of Michigan and Henry Ford Hospital have independent IRB's, faculty and/or students working in those facilities must submit research proposals to the committee at the appropriate institution for review and approval, prior to approval of the dissertation outline and prospectus.

## **II. GENERAL INFORMATION**

### **Graduate School Requirements**

The Graduate School is responsible for monitoring requirements necessary for the processing of theses and dissertations. Theses and dissertations written in past years and now in the library were not necessarily prepared according to these specifications and should not be used as standards for manuscript preparation. If you have any questions, please call the The Graduate School at (313) 577-2170.

The style to be followed for footnotes, bibliographies, tables, chapter headings, etc. is the responsibility of the student's major department. It is the thesis/dissertation advisor's responsibility to see that the manuscripts are edited for spelling, grammar, organization, stylistic consistency, correct sequence of pages, and agreement between the table of contents and the contents of the manuscript. A list of departmental style preferences is listed on pages 6 and 7.

The specifications of Wayne State University for thesis/dissertation preparation in this guidebook are primary requirements and take precedence over all styles and other guidelines for margins, spacing, pagination, order of parts, etc.

### **Publication**

Prior to the conferral of the degree, candidates may find it desirable or expedient to publish certain findings, which later will be incorporated in the thesis or dissertation. In this case, appropriate acknowledgment of the earlier publication must be included in the manuscript. Students are required to have the dissertation/thesis published so that the manuscripts are available to the entire academic community.

### **Copyright**

A candidate may initiate an application for copyright by 1) signing the relevant section of the Publishing Agreement Form, 2) paying the required fee, and 3) including a copyright notice as the first of the preliminary pages of the manuscript. This page is **not** numbered or included in the numbering sequence and it should be centered vertically on the page.

If previously copyrighted material is included in the dissertation, the student is required to obtain written permission from the author or the publisher and attach the written permission to the Publishing Agreement Form.

### **Abstract**

The abstract is a succinct account of the thesis or dissertation containing a statement of the problem, procedure or method, and conclusion. The following is an excerpt on Abstract Guidelines taken from the ProQuest website:

“We no longer have a word limit on your abstract...However, we continue to publish print indices that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indices require word limits of 350 words for doctoral dissertations and 150 words for master’s theses. Additionally, our print indices allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. The abstract as you submit it will NOT be altered in your published manuscript.”

### III. MANUSCRIPT FORMAT

- All text should be double-spaced and justified. Long quotations and footnotes should be single-spaced (if they are 4 lines [or according to your specific format: MLA, APA, etc.] or more in length).

#### Margins

The following margins are designed to facilitate ProQuest requirements for the required publishing and optional binding: 1 to 1 ¼ for all margins (top, bottom, left and right). The bottom margin may be wider if illustrations or tables bigger than half the page cannot be placed with the text and have to be placed on a separate page, or if section headings would otherwise be left standing alone (section headings should remain with the paragraph to which they refer). The text must also be justified.

#### Spacing

All preliminary pages, the body of text, and the references should be double spaced. The text should be justified, indent to show new paragraphs. Quotations 4 lines (or according to your specific format: MLA, APA, etc) or less should be double-spaced; quotations exceeding four lines should be single-spaced. Captions/legends for tables and figures should be single-spaced.

#### Pagination

*Preliminary pages:* Copyright page (if included) is not numbered. The dedication, acknowledgments, preface, table of contents, and lists of tables and/or figures are numbered consecutively in lower case Roman numerals at the bottom center of each page, starting with "ii".

*Text:* Use Arabic numbers beginning with "1" on the first page of the text and continuing throughout the manuscript, including the appendices, reference material, abstract, and autobiographical statement. The page numbers should be on the top center of the page throughout the text, and they should be within the top margin, approximately ½ inch to ¾ inch from the top edge of the paper. (The text should be no more than 1 ¼ inches from the edge of the paper and the page numbers should be within the margin.)

## Order of Parts

The thesis or dissertation manuscript falls into three main parts of division: the preliminary pages, the text, and the reference materials. Parts of some of these sections are optional, but the order, regardless of what parts may be left out, is as follows:

- Title page
- Copyright page (optional)
- Dedication, Acknowledgments, Preface or Foreword (if appropriate)
- Table of Contents
- List of Tables (if appropriate)
- List of Figures, Maps, Charts, Diagrams, and Schemes (if appropriate)
- Text, including the introduction and all chapters
- Appendix (if appropriate)
- Bibliography or References (required)
- Abstract (required)
- Autobiographical Statement (required)

Please view the sample pages at the end of this document.

### Title Page

Title of the manuscript must be all in capital letters and single-spaced. The author's name, also all in capital letters, must be identical on the Title Page, Copyright Page (if applicable), and the Abstract. The area of specialization may be shown in parentheses following the major (in mixed case) where such breakdowns exist:

e.g. MAJOR: PSYCHOLOGY (Clinical)

### Dedication, Acknowledgments, Preface or Foreword

These sections are optional and, if included, should appear on separate pages in the order shown. The dedication, as the name suggests, is a personal dedication of one's work. The acknowledgments are brief notes of appreciation for assistance given to the candidate in the research and preparation of the thesis or dissertation. A preface or foreword may contain the author's statement of the purpose of the study or special notes to the reader.

### Table of Contents

Each thesis or dissertation must have a table of contents which shows the principal divisions of the work and the page numbers on which they are found. *List all of the preliminary pages included except for the title, copyright, and table of contents pages.* In cases where there are two or more appendices, list each appendix and its content. The table of contents must also list reference, abstract, and autobiographical statement pages and the page numbers on which they are found at the 1 - 1 ¼ inch right margin.

### **List of Tables, Figures, or Illustrations**

When tables, figures, or charts have been placed in the body of the manuscript (not in the appendix), separate lists must be included and should follow the table of contents page in the order indicated. Each entry on the list should carry the same caption or title as is shown on the corresponding figure in the text and show the pages on which they may be found at the 1 - 1 ¼ inch right margin.

### **Inclusion of Publications in the Dissertation**

In those instances when doctoral students have published work in discipline appropriate refereed journals and when the student's doctoral committee approves, these published materials may be incorporated into the dissertation. For papers included in the dissertation, the Ph.D. candidate must be the principal author or have made the major contribution to the published work. In cases of co-authored papers, the text of the dissertation, most likely in the summary and conclusions, must make clear to the reader the original contributions of the author. In addition, when a paper is co-authored by those in addition to the Ph.D. candidate and the advisor, we recommend that approval be given by the other authors for inclusion of the published materials.

Students must reformat a published article for incorporation within the body of the dissertation. In all instances the remaining sections of the dissertation (e.g., abstract, introduction, and conclusion) should conform to the structure of the format requirements outlined earlier. Additionally, these sections should reference the published materials when appropriate but may be less detailed than those dissertations that do not incorporate published materials. Students should be advised that incorporation of material published elsewhere require copyright permission from the copyright holder.

#### IV. DEPARTMENTAL STYLE PREFERENCES

**College of Education**                      Turabian and American Psychological Association

#### **College of Engineering**

Biomedical	Journal of Biomechanics
Chemical & Materials Sci.	No specific style preference
Civil & Environmental	American Society of Civil Engineers
Computer Science	Journal of the Association of Computing Machinery
Electrical & Computer	I.E.E.E. Style Manual
Industrial	No specific style preference
Mechanical	American Society of Mechanical Engineers

#### **College of Fine, Performing, & Comm. Arts**

Art and Art History	No specific style preference
Communication	American Psychological Association and Modern Language Association
Theatre	Modern Language Association Handbook

#### **College of Liberal Arts and Sciences**

Audiology and Speech	
Language Pathology	American Psychological Association
Anthropology	American Anthropological Association
Biological Sciences	Journal style of specific field
Chemistry	Handbook for Authors, American Chemical Society, 1978
Classical and Modern	
Languages, Literatures	
And Cultures	Modern Language Association Handbook
Economics	Journal of Macroeconomics
English	Modern Language Association Handbook
Geography & Urban	
Planning	Turabian, with modifications; other format with Graduate Committee approval; consult dept. for graphic and cartographic design
Geology	Geological Society of America Bulletin
History	Chicago Manual of Style
Humanities	Modern Language Association Handbook
Mathematics	American Mathematical Society Manual
MISP	Modern Language Association Handbook
Nutrition & Food Science	Journal of Nutrition and Journal of Food Science
Physics	American Institute of Physics Manual
Philosophy	Turabian
Political Science	Turabian, with modifications
Psychology	American Psychological Association
Sociology	American Sociological Association



**School of Medicine**

Anatomy & Cell Biology	Journal of Cell Biology; Journal of Neuroscience; or Graduate Committee approval
Biochemistry & Molecular Biology	Journal of Biochemistry and departmental guide
Cellular & Clinical Neurobiology	Journal of Neuroscience
Community Medicine	Turabian
Immunology & Microbiology	Journal of Virology, Journal of Bacteriology
Medical Physics (Ph.D.)	American Institute of Physics Style Manual
Pathology	Turabian
Pharmacology	Journal of Pharmacology and Experimental Therapeutics
Physiology	Departmental guide
Psychiatry	American Psychological Association
Radiological Physics (M.S.)	American Institute of Physics Style Manual

**College of Nursing**

American Psychological Association

**College of Pharmacy and Allied Health**

Pharmaceutical Sciences Turabian, with Journal modifications

**School of Social Work**

American Psychological Association

## V. FORMAT CHECKLIST

The following is the checklist that that Administrator uses to check each Dissertation and Thesis format. This checklist is not exhaustive, but represents the majority of formatting problems that student's overlook before submitting the manuscript for a format check. **Please go through each and read thoroughly** checking your manuscript as you go. Thank you!

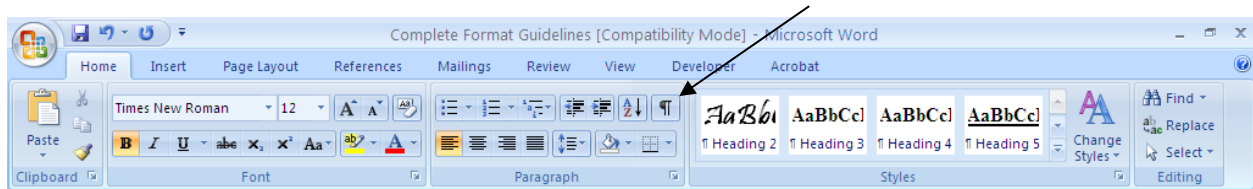
- The format of your dissertation/thesis is NOT APPROVED for the following reasons:**
- TITLE PAGE**
    - Title single-spaced, bold and in CAPS
    - Candidate's name bold and in CAPS
    - Line up "MAJOR," "Approved by," and "Advisor" under the first number of the year (which should be centered under the degree)
    - Double-spaced evenly throughout (except for title)
  - PRELIMINARY PAGES**
    - Dedication, Acknowledgements and Preface come before the Table of Contents
    - List of Tables and List of Figures come after the Table of Contents (tables and figures should have titles)
    - Table of Contents should be evenly double-spaced
  - PAGE NUMBERING**
    - Copyright page should not be numbered
    - Preliminary Pages: lowercase, roman numerals at bottom center within the margin (starting with "ii")
    - Main body of text: top center within the margin (starting with "1")
  - MARGINS**
    - Must be 1" to 1.25"
    - Must be justified (straight edges on both left and right sides)
    - First sentence of each paragraph should be indented, with no extra space between paragraphs
    - No landscape pages – please rotate tables/figures to fit on portrait page and keep page number at top as usual.
  - REFERENCES**
    - Must be evenly double-spaced throughout (no additional spaces between references; hanging indentations or numbers should distinguish references)
    - Appendices should come BEFORE references
  - ABSTRACT**
    - Title must be exactly the same as on Title Page (single-spaced, bold, in CAPS)
    - Name in CAPS and identical to name on Title Page
    - Date should be month and year of graduation (May, August or December) and mixed caps (no comma)
    - Left Align Advisor, Major, Degree
    - First line of paragraph should be indented
    - Double-spaced evenly throughout
  - AUTOBIOGRAPHICAL STATEMENT**
    - Must include and must be only one page (any format of your choosing)
  - SPACING**
    - Evenly double-spaced throughout, except long quotations and footnotes, which should be single-spaced

## VI. HOW TO: SECTION BREAKS AND PAGINATION

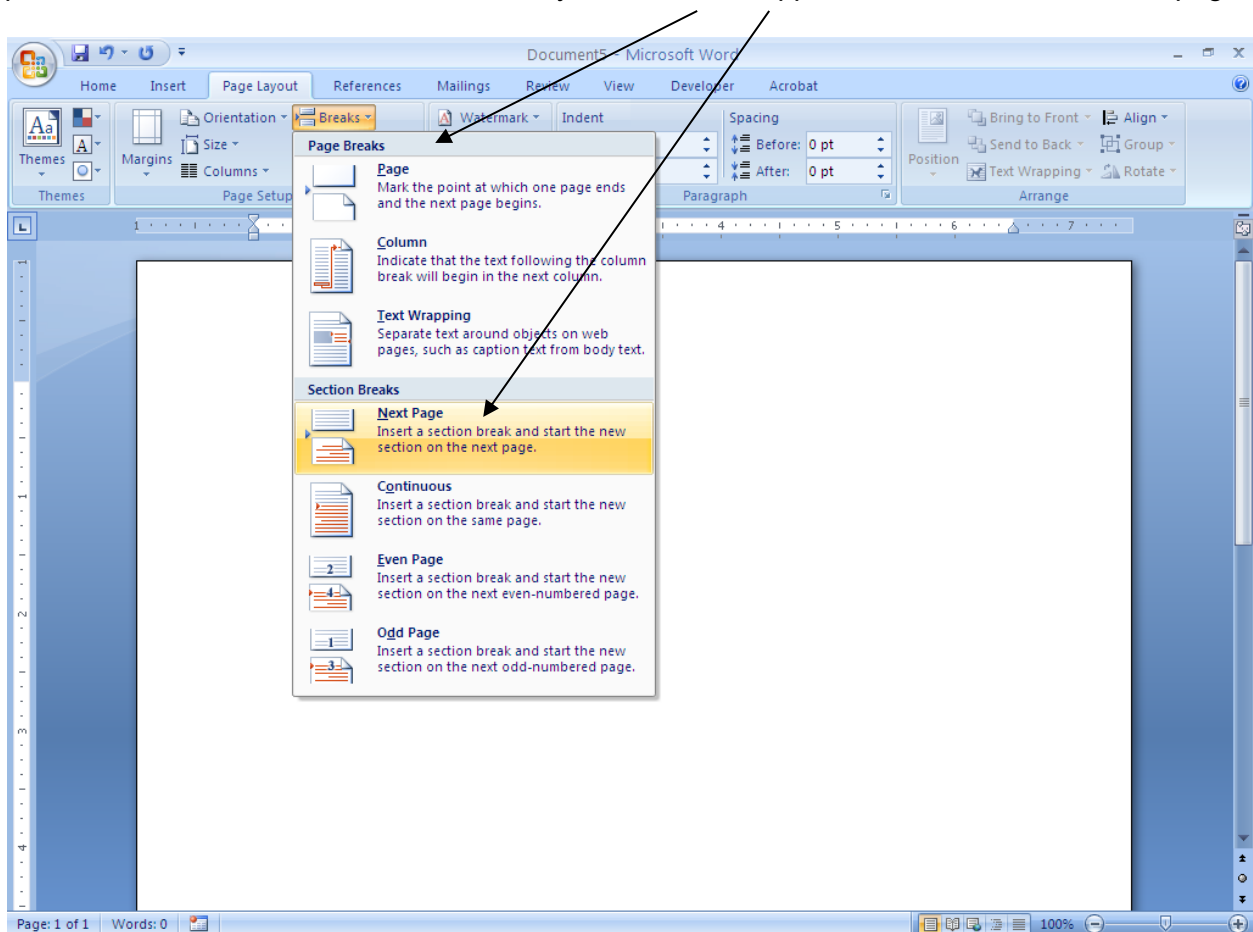
### Section Breaks vs. Page Breaks

Section breaks are used when a page in your manuscript requires different margin settings or other, unique formatting. Page breaks are used only to separate information (i.e. you can add information to Chapter 1 without the Chapter 2 heading being pushed down the page). There is only a need to use one of these at a time, not both together. Using both results in the insertion of a blank page between sections.

To see if you've used either a section break or a page break or both, select the following button:

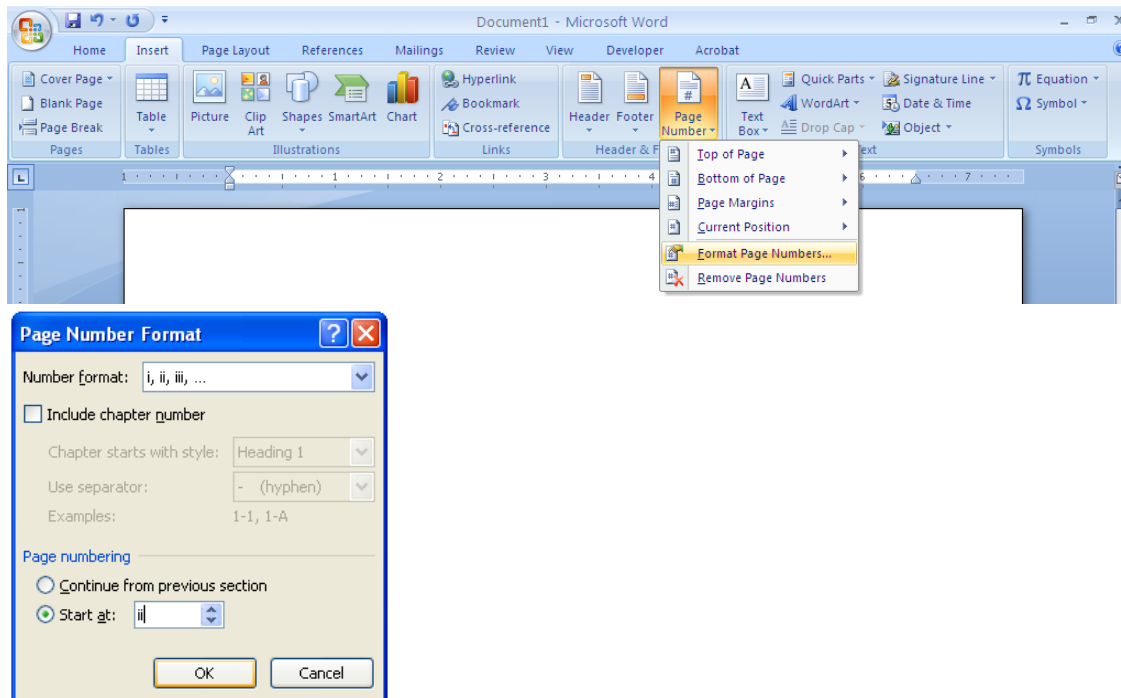


Once you are able to see the breaks, you may delete/adjust accordingly. Generally, you should place the breaks after the last sentence in your section as opposed to at the bottom of the page.

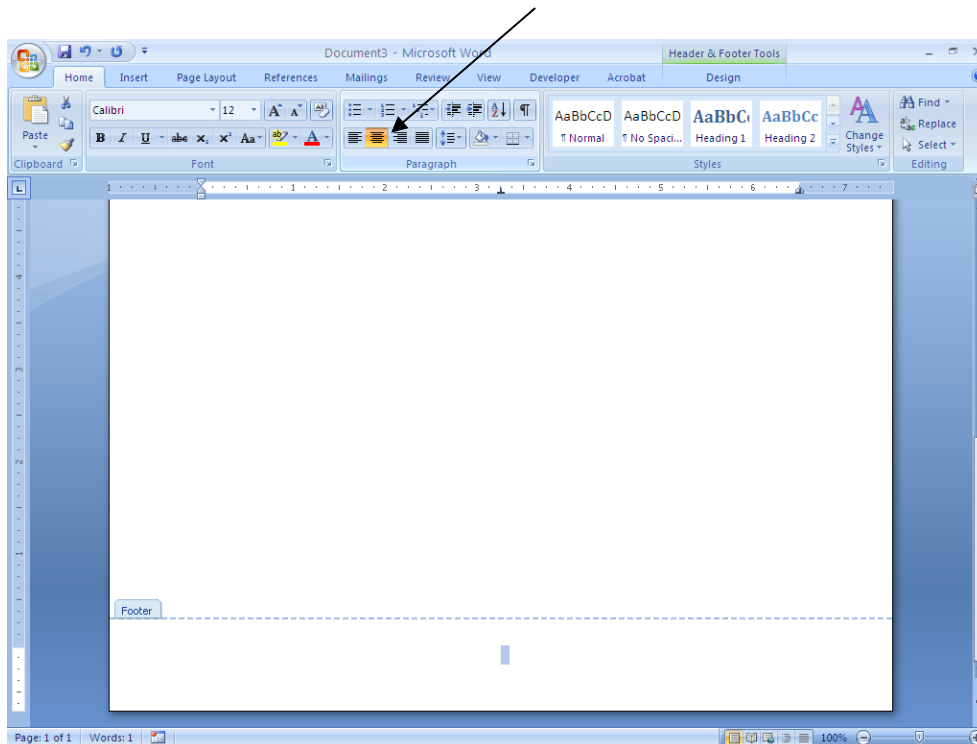


When your breaks are placed appropriately, you are ready to tackle pagination!

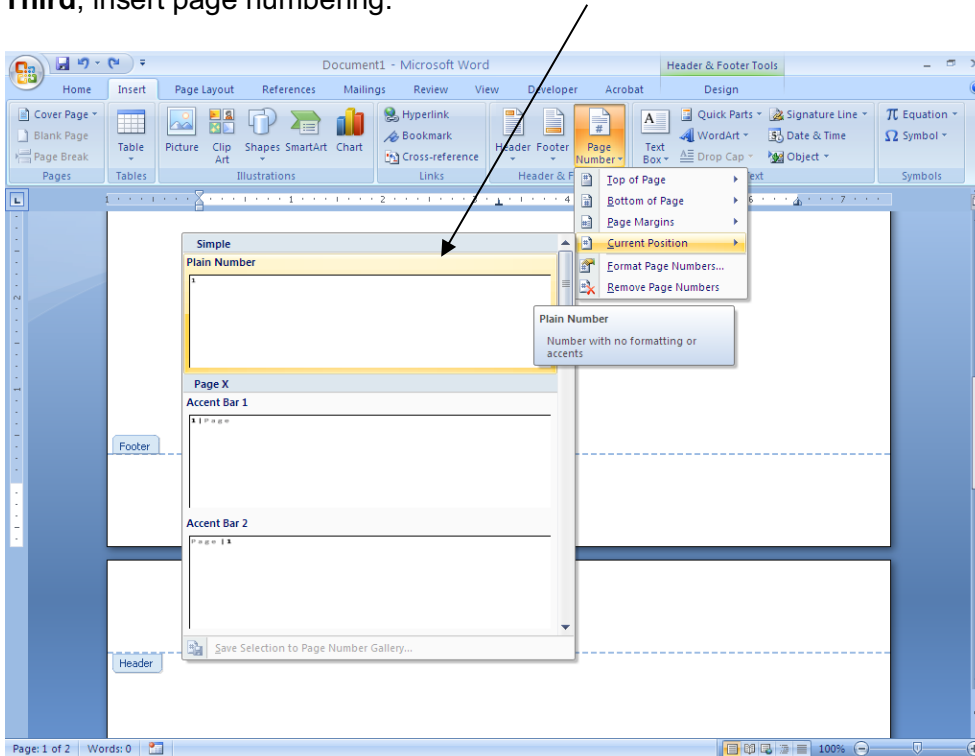
**First**, format the page numbers to begin with “ii”



**Second**, double click at the bottom of the page where the footer would go. When your cursor is in the footer, click on:

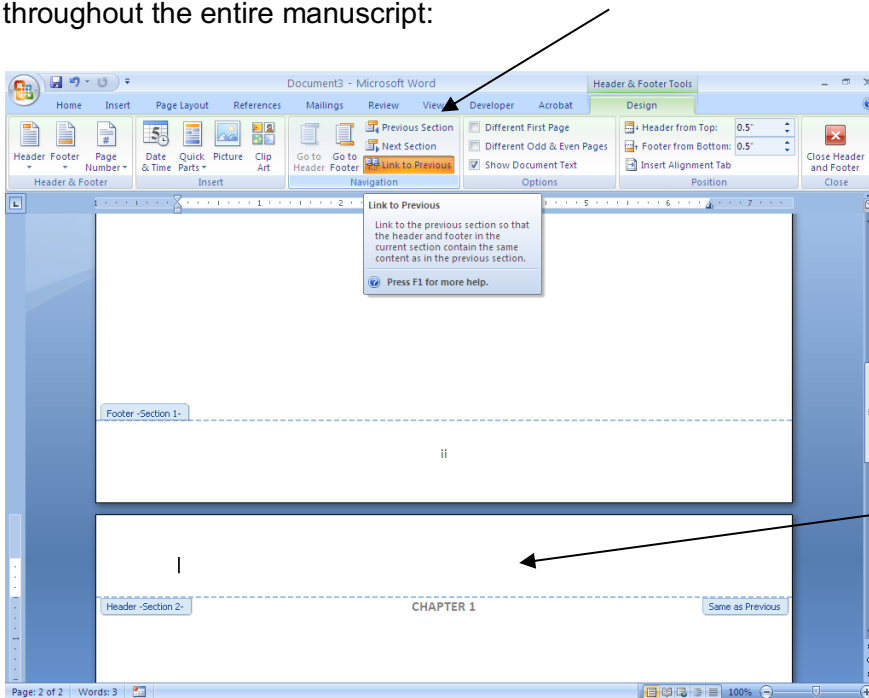


Third, insert page numbering:

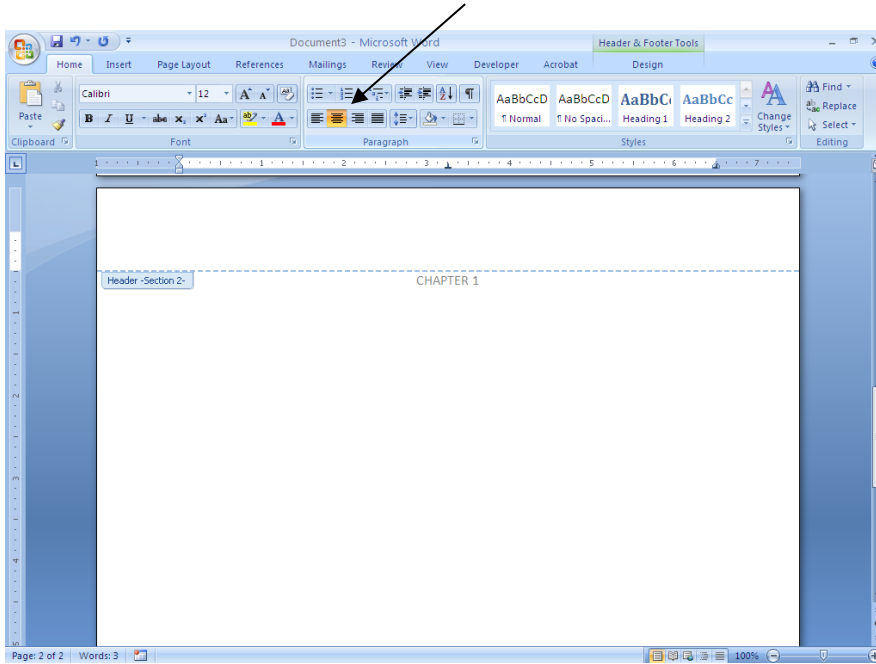


Now that your preliminary section has the roman numerals at bottom center, we can move on to the main body of the text, starting with arabic numbers (1,2,3, etc.) at *top* center.

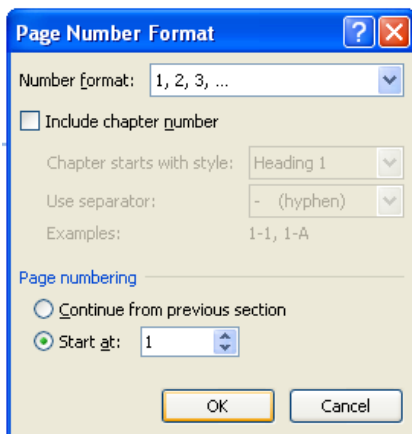
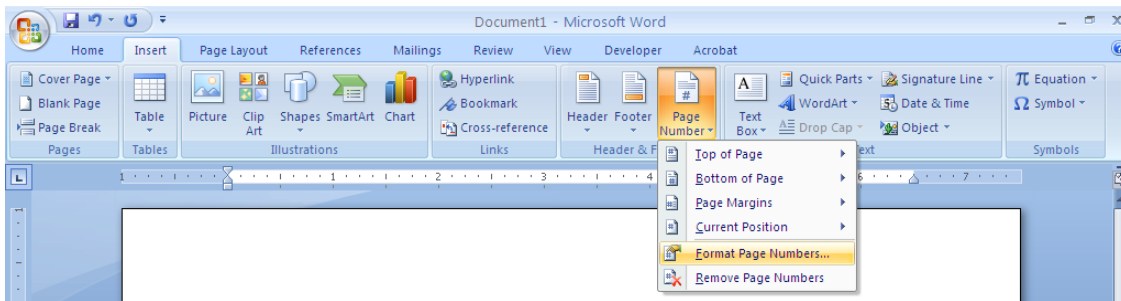
Above Chapter 1 heading, double click until the header information shows up. You will have to first, “unclick” “Link to Previous” so that the page numbers do not continue the same formatting throughout the entire manuscript:



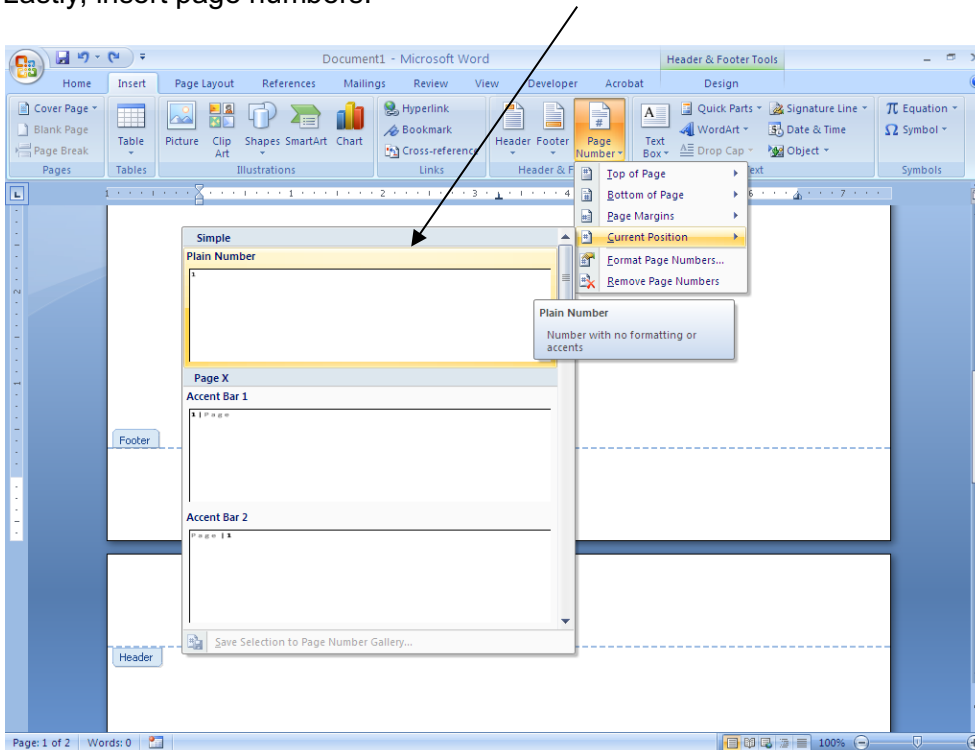
Now you are ready to repeat the same process for formatting page numbers.



Next, format the page numbers for the Arabic numbers.

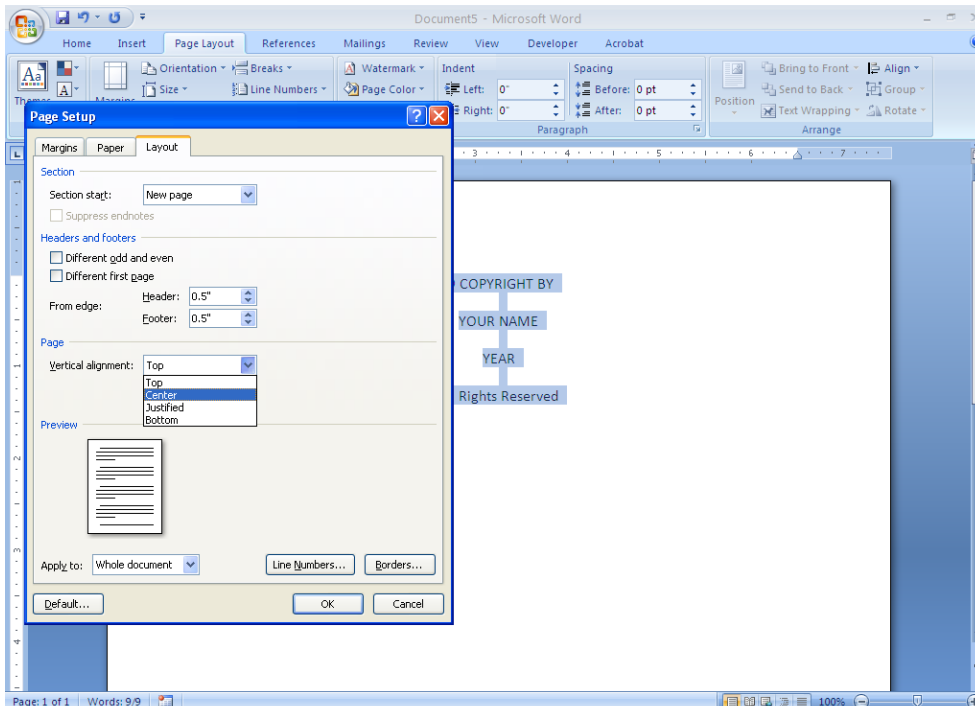


Lastly, insert page numbers:



PLEASE NOTE: The title page and copyright pages should not be numbered so insert section break without linking to previous to avoid adding page numbers to these pages.

To center the copyright information on the page, do the following:



## VII. SAMPLE PAGES

The following pages are samples of what your manuscript should look like when you follow the formatting instructions and below is a quick look at the sections and pagination appropriate for each.

<b>PAGINATION</b>	<b>PART (those in bold are required)</b>
none	<b>Title page</b>
	Copyright page
starting with "ii" at bottom center	Dedication
	Acknowledgements
	Preface
	<b>Table of Contents</b>
	List of Tables
	List of Figures
	List of Schemes (maps, charts, diagrams, terms, etc.)
starting with "1" at top center	<b>Text</b> (including introduction and all chapters)
	Appendix
	<b>References</b>
	<b>Abstract</b>
	<b>Autobiographical Statement</b>



**THE TITLE OF YOUR MANUSCRIPT GOES HERE, IF IT IS MORE THAN ONE LINE LONG THEN IT SHOULD BE SINGLE-SPACED, MUST BE BOLD AND IN CAPS**

by

**YOUR NAME**  
**DISSERTATION**

Or, if Masters student:

**THESIS**

Submitted to the Graduate School

of Wayne State University,

Detroit, Michigan

in partial fulfillment of the requirements

for the degree of

**DOCTOR OF PHILOSOPHY**

Or,

**MASTER OF SCIENCE**  
**MASTER OF ARTS**  
**DOCTOR OF EDUCATION**

Masters students: only include top line for your advisor (no other signatures are necessary).

YEAR

MAJOR: SUBJECT (area, if official)

Approved By:

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**© COPYRIGHT BY**

**YOUR NAME**

**YEAR**

**All Rights Reserved**

## DEDICATION

*You may format your dedication however you like, but the heading, "Dedication" should be at the top exactly as seen on this page. Font does not have to be Arial. The Acknowledgments and Preface pages Should be formatted normally – double spaced evenly, Justified with first sentence of each paragraph indented, with title at top center (like this page).*

## **ACKNOWLEDGMENTS**

*You may format your Acknowledgments however you like, but the heading, "Acknowledgments" should be at the top exactly as seen on this page.*

*Font does not have to be Arial. The Acknowledgments and Preface pages Should be formatted normally – double spaced evenly, Justified with first sentence of each paragraph indented, with title at top center (like this page).*

## TABLE OF CONTENTS

Dedication .....	ii
Acknowledgments .....	iii
Preface .....	iv
List of Tables .....	vi
List of Figures .....	vii
Chapter 1 "Title" .....	1
<i>Sub-heading</i> .....	4
<i>Sub-heading</i> .....	6
Chapter 2 "Title" .....	39
Appendix A .....	93
References .....	120
Abstract .....	134
Autobiographical Statement .....	137

Each thesis or dissertation must have a table of contents which shows the principal divisions of the work and the page numbers on which they are found. *List all of the preliminary pages included except for the title, copyright, and table of contents pages.* In cases where there are two or more appendices, list each appendix and its content. The table of contents must also list reference, abstract, and autobiographical statement pages and the page numbers on which they are found at the 1 - 1 ¼ inch right margin.

You may put headings in bold and/or italics as you see fit. The Table of Contents must be EVENLY DOUBLE-SPACED with information reaching to both margins, as seen above.

## LIST OF TABLES

Table 1: The title of this could be extremely long and descriptive and would not leave room for the leader lines, but this way, you still have room.....	36
Table 2: Second title of next table.....	48

The List of Tables and the List of Figures, Abbreviations, etc. must follow the same style as the Table of Contents (and each begins on a new page). All tables and figures must have titles listed. If titles are longer than one line, they may be single-spaced, as seen above.

**CHAPTER 1 “TITLE” (You do not have to use quotes)****Introduction (or sub-heading if appropriate)**

The only requirements for this section are that the text has to be justified (straight edges both right and left sides) and it must be evenly double-spaced throughout. Chapter headings may start on a new page, but text must start right after the heading (i.e. Chapter headings do not get their own page).

There is also no additional space between paragraphs. Tables and Figures may be formatted however you and your Advisor see fit – information in Tables and Figures may be single-spaced, etc. However, landscape pages are not allowed in the manuscript. You may have a landscape style table or figure but it must be rotated to fit on a portrait style page.

Lastly, notice that the page numbers have changed – they start at ‘1’ at top center.

**APPENDIX**

If you have more than one appendix, you may use “Appendix A, B, C, etc.” Just as Chapter headings do not get their own page, Appendix, References, etc. do not either. Information begins right after title. Here you may include any forms (HIC, AIC, etc.) permissions, surveys, etc. all formatted however you and your Advisor see fit.



## REFERENCES

Last name, First name, Title, etc. you may format your references and/or bibliography in whichever way is appropriate as long as the information is evenly double-spaced.

Some departments use numbering to differentiate between references. This is fine as well, however hanging indentations are most common. Again, there should be no additional space between references.

**ABSTRACT**

**THE TITLE OF YOUR MANUSCRIPT GOES HERE, IF IT IS MORE THAN ONE LINE LONG THEN IT SHOULD BE SINGLE-SPACED, MUST BE BOLD AND IN CAPS**

by

**YOUR NAME**

**Month of Graduation YEAR**

**Advisor:** Dr. Full Name

**Major:** Major (area, if official)

**Degree:** Doctor of Philosophy

Or,

Master of Science

Master of Arts

Doctor of Education

Please note that there are no additional spaces between information – all is evenly double-spaced. Please also note what is bold and in caps and what is not. The month of graduation is the term in which you will be graduating (May, August or December), **not** the month during which you defended your dissertation. There should not be a comma between the month and the year on the Abstract (e.g. May 2009).

This section must be justified and evenly double-spaced, like the body of text throughout the chapters. There is no length limit.

**AUTOBIOGRAPHICAL STATEMENT**

This section may be formatted however you see fit (save for the title at the top), but may only be *one* page. This is the last page of the dissertation.